RECORD OF PROCEEDINGS

MEETING OF THE BOARD OF DIRECTORS

EVERGREEN METROPOLITAN DISTRICT

FEBRUARY 28, 2024

ADMINISTRATIVE MEETING

1.0 CALL TO ORDER

1.1 The regular monthly meeting of the Board of Directors of Evergreen Metropolitan District, concerning administrative, operational, and other District business convened at 8:35 a.m. on Wednesday, February 28, 2024. The Board met at the Evergreen Metropolitan District Administration Building, 30920 Stagecoach Blvd., Evergreen, Colorado, following statutory notice. The meeting was recorded to aid in preparation of the minutes.

2.0 In attendance were Chairman Mark Davidson, Secretary Jim Viellenave, Treasurer Jack Wolfe, Director John Ellis (via Zoom), and Director Brian Stephens-Hotopp. Also present were General Manager Jason Stawski, Administration & HR Manager Dominique Devaney, and Attorney Paul Cockrel. Mr. Marvin Nipper attended a portion of the meeting.

3.0 MINUTES OF PREVIOUS MEETING

3.1 The Board reviewed the minutes of the January 2024 Administrative Board Meeting. Treasurer Wolfe motioned to approve the minutes as amended. Director Ellis seconded the motion, followed by Board approval.

4.0 TREASURER'S REPORT

4.1 Treasurer Wolfe presented the Statement of Cash and Investments for the period ending January 31, 2024. Attached hereto and incorporated herein is the referenced report.

5.0 PRESENTATION OF BILLS

5.1 The Board reviewed payroll and bills for payment. After full discussion of the bills for payment, outstanding bills in the General Fund and Developers' Fund were presented for payment as set forth in the Treasurer's Report. Attached hereto and incorporated herein are the referenced reports.

5.2 Director Stephens-Hotopp motioned to approve the Treasurer's Report; all accounts presented for payment by the District and directed that the General and Special Fund of the District be drawn upon in satisfaction thereof. Secretary Viellenave seconded the motion, followed by Board approval.

6.0 REPORT OF THE GENERAL MANAGER

6.1 Documents for Signature

- Minutes of December 2023 Administrative Board Meeting

6.2 Drought Rates

General Manager Stawski presented proposed drought rate changes to the Board. A Water Shortage Response Committee meeting will be held before the next regular Board meeting. Removal of the non-residential 1% declining tap fee was also discussed. Water consumption rates were discussed, and changes will be considered for the 2025 budget. Staff will review irrigation taps and bring this issue back to the Board.

A rate hearing will be held during the March regular Board meeting.

6.3 2024 Annual Budget

General Manager Stawski noted that the 2024 annual budget has been accepted by DOLA.

6.4 Capital Projects

The EMD Capital Plan will be presented to the Board quarterly.

6.5 Personnel

The Accounts Payable position has been filled by Ms. Scarlet Wesley. The new Administrative Support employee, Ms. Caleigh Daniels, was introduced to the Board. An offer was accepted to fill the C&D Technician opening.

6.6 Guest, Mr. Marvin Nipper

Mr. Nipper questioned the Board about the District's knowledge of cybersecurity threats/issues. The Board and staff informed Mr. Nipper that the District is very progressive and up to date on all cybersecurity issues.

6.7 Kittredge Wastewater Plant

General Manager Stawski informed the Board about a white substance, possibly paint, that was found in the Kittredge Wastewater Plant. Staff is currently investigating.

6.8 Schedule of Charges

The 2024 Schedule of Charges was presented to the Board. The West Jefferson County Metro District (WJCMD) Board had an issue with the 12% surcharge for invoices on their Schedule of Charges. Upon investigation, General Manager Stawski found that the 12% surcharge was abandoned in 2014 and a percentage split adopted in its place.

After discussion, Secretary Viellenave motioned to approve the use of FEMA rates moving forward, the use of actual hourly rates, and to remove the 12% surcharge from the WJCMD Schedule of Charges. Director Stephens-Hotopp seconded the motion, followed by Board approval.

The Board also agreed to establishment of a joint EMD/WJCMD committee to review the Schedule of Charges annually. Secretary Viellenave and Director Stephens-Hotopp will represent EMD on the Schedule of Charges Committee.

6.9 Billing Software

Staff has been working with Ampstun on the new billing software. Onsite training has been held with staff. It is anticipated that the first billing with the new software will occur in March, with both systems being used concurrently for a period of time.

7.0 **REPORT OF THE ATTORNEY**

7.1 **Lookout Mountain Water District (LMWD)**

The Board discussed LMWD's poor water quality issues and the plan to not continue with the interconnect until LMWD completely resolves their water quality issues. The Lookout Mountain Water Interconnect Agreement is currently on hold.

8.0 **ANNOUNCEMENTS**

The next regular meeting of the Directors of the Board is scheduled for Wednesday, March 27, 2024, at 8:30 a.m. in the Administration Building Boardroom.

9.0 **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 11:30 a.m.

Respectfully Submitted,

Secretary

RECORD OF PROCEEDINGS

MEETING OF THE BOARD OF DIRECTORS

EVERGREEN METROPOLITAN DISTRICT

FEBRUARY 28, 2024

OPERATIONAL MEETING

1.0 <u>CALL TO ORDER</u>

1.1 The regular monthly meeting of the Board of Directors of Evergreen Metropolitan District, concerning administrative, operational, and other District business, convened at 11:30 a.m. on Wednesday, February 28, 2024. The Board met at the Evergreen Metropolitan District Administration Building, 30920 Stagecoach Boulevard, Evergreen, Colorado, following statutory notice.

2.0 In attendance were Chairman Mark Davidson, Secretary Jim Viellenave, Treasurer Jack Wolfe, Director John Ellis (via Zoom), and Director Brian Stephens-Hotopp. Also present were General Manager Jason Stawski, Administration & HR Manager Dominique Devaney and Attorney Paul Cockrel.

3.0 <u>MINUTES OF PREVIOUS MEETING</u>

3.1 The Board reviewed the minutes of the January 2024 Operational Board Meeting. Director Ellis motioned to approve the minutes as amended. Treasurer Wolfe seconded the motion, followed by Board approval.

4.0 <u>REPORT OF THE GENERAL MANAGER</u>

4.1 <u>Documents for Signature</u>

- Minutes of December 2023 Operational Board Meeting.

5.0 <u>NEW SERVICES DEPARTMENT (NSE)</u>

5.1 <u>Developer Projects</u>

Bergen Valley Elementary School (WJCMD): This project is complete except for installation of an irrigation tap.

Nob Hill (WJCMD): Construction is ongoing.

5.2 Environmental

As of February 21, 2024, the Bear Creek stream flow at BCREVRCO was at 77 cfs and was 19 cfs at BCRMORCO. The Echo Lake SNOTEL site shows precipitation accumulation at 7.1″ (96% of median) and a snow depth of 21″ with a snow water equivalent of 4.3″ (102% of median).

5.3 Other

Staff is investigating a white substance found in the Kittredge Wastewater Plant.

6.0 COLLECTIONS & DISTRIBUTION DIVISION

6.1 Distribution

Cozy Cleaners Creek Crossing: JVA provided an OPC (Opinion of Probably Construction Cost) that far exceeded the original approved amount. Staff is reviewing the project for possible cost savings.

The crew repaired one water main break and replaced a valve over the last month.

6.2 Collection System

Inliner Solutions completed installation of the steam-cured liner in the section of sewer main in front of the old NAPA building.

The installation of four manhole spray-in liners has been scheduled.

The C&D crew has begun surveying the El Pinal collections system for inflow/infiltration.

6.3 Purchase Requests

- A request was made to approve a JVA proposal for design services for an 8″ water main installation near Larkspur in Wah Keeney at a cost of $36,000.

Director Stephens-Hotopp motioned to approve the water main installation pending language for the addition of bidding to Project #2. Secretary Viellenave seconded the motion, followed by Board approval.

6.4 Other

The Wacker Neuson excavation engine, which was installed by ATMR early last year, has blown. ATMR will contact the manufacturer on the factory warranty. Pine Grove Excavating has agreed to provide excavator services to EMD for main breaks and other emergency repairs.

New tires have been installed on the New Holland backhoe and CAT loader.

The International dump truck has been ordered and is expected to arrive in mid-2024.

7.0 WATER DIVISION

7.1 Water Treatment Plant Report

There were no State Health Department violations this period.

Month of January		
	Water Processed	25.30 MG
	Average Daily Flow	0.81 MGD
	Peak Daily Flow	1.20 MGD

TREATMENT PROCESS

	Average Influent	Average Effluent	Maximum Contaminant Level
Turbidity	1.22 NTU	0.02 NTU	0.1 NTU
Manganese	0.021 mg/1	0.007 mg/1	0.05 mg/1
Color	21.3 units	0.71 unit	15 units
	Influent	Effluent	
PH; min/max	6.1-7.2	6.4-7.2	
Chlorine Residual	---	1.66 mg/L	0.3 mg/L min-4.0 mg/L max

Reject water discharged to Bear Creek: 0. Reject water discharged to sewer: 1.05 mg. Water used for chemicals: 0.91 mg.

7.2 Distribution - Cross Connections

Total in District	Tested and Certified to Date	Currently Failed
479	24	0

7.3 Projects

Cellular Meter Transition: There are currently 4,059 meters installed. Radio meters to be replaced total 370 and 89 meters will stay on the radio route due to lack of cell service.

Dam Outlet Repair: CIPP is being reviewed as an alterative to sliplining the 42″ outlet pipe.

Bulk Station Upgrade: FlowPoint Systems is assembling the pay station equipment.

Flocculation Basin Repairs: Velocity Services has begun repair and replacement of the overflow weir for the vertical flocculators and the mud valves in the horizontal flocculators.

Northbase Tank Fire Mitigation: McGarva has begun the tree work at Northbase Tank. After review of the Water Department's fire mitigation needs, El Pinal Tank and Independence Pump Station properties should be addressed next.

HSPS Pump #4: Arvada Pump has rebuilt and reinstalled HSPS pump #4.

7.4 Water Rights

The water storage status report was reviewed.

7.5 Purchase Requests

- A request was made for a 30% design proposal from JVA for continuation of the Water Plant Improvement project at a cost of $77,000.

Director Ellis motioned to approve the above expenditures. Secretary Viellenave seconded the motion, followed by Board approval.

8.0 WASTEWATER DIVISION

8.1 Wastewater Treatment Plant Report

There were no violations of the Evergreen Discharge Permit for the current period. The data below shows monthly averages of process control/lab test results/permit levels.

Month of January:

	Evergreen	Permit Level	West Jeff	Permit Level	Kittredge	Permit Level
Avg. Flow-MGD	0.3932	.99	0.4196	0.70	0.0464	0.125
Max. Flow-MGD	0.4355	---	0.5231	---	0.0642	---
Avg. Turb-NTU	1.36	---	1.96	---	6.6	---
Avg. BOD-Mg/L	2.43	30	3.3	30	8.2	30
Avg. TSS-Mg/L	2.2	30	0.8	30	6	30
E. Coliform-CL/100ml	1	378/756	1	187/374	5	1075/2150
Ammonia-Mg/L	2.048	9.9 mg/L	1.314	8.0 mg/L	6.81	14 mg/L
T.I.N. Max	9.718	22.9 mg/L	9.94	22.9 mg/L	9.588	22.9 mg/L
Phosphorus-Mg/L	0.876	1.0 mg/L	0.166	1.0 mg/L	0.325	1.0 mg/L

8.2 Biosolids

Denali Water Solutions hauled 162,000 gallons of biosolids. The current year-month average is 162,000 gallons.

Staff submitted the 2023 biosolids report to CDPHE.

8.3 Facility/Operations

Operator time was spent on process control tests, plant operations, equipment maintenance and cleaning of plant buildings and grounds.

8.4 Maintenance

Centrifugal blower #3 tripped out. After investigation, it appears the 125 HP motor has an internal short. Staff is researching cost to rebuild the motor and is looking into a loaner motor.

8.5 Pump Stations

All lift stations were checked, with routine maintenance performed.

Electric demand for the current period:

Lift Station	Current Demand	Average Demand
El Pinal	23.887	20.885
Tanoa	6.847	6.799
Troutdale	4.118	5.732
Greystone	2.211	3.091

8.6 Purchase Requests

- A request was made to replace a failed pump at the Sawmill lift station and purchase an additional spare pump at a cost of $5,510.

Director Stephens-Hotopp motioned to approve the above expenditure. Director Ellis seconded the motion, followed by Board approval.

- A request was made purchase a replacement driveway boiler for the Wastewater Treatment Plant at a cost of $32,508.

Treasurer Wolfe motioned to approve the above expenditure. Secretary Viellenave seconded the motion, followed by Board approval.

9.0 REPORT OF THE ATTORNEY

None

10.0 ANNOUNCEMENTS

The next regular meeting of the Directors of the Board is scheduled for Wednesday, March 27, 2024, at 8:30 a.m. in the Administration Building Boardroom.

11.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 12:50 p.m.

Respectfully Submitted,

Secretary